

UNI Study Abroad Center

Peer Advisor Position Description

Department/Organization: Study Abroad Center

Job Description (responsibilities, duties): The Peer Advisor position acts as the first point of contact for clients of the Study Abroad Center (SAC), serving as a contact person for students interested in study abroad. Peer Advisors assist the study abroad staff in the promotion of University of Northern Iowa study abroad programs. The Peer Advisor program provides the opportunity to enhance individual skills in interpersonal communication, advertising, public relations, public speaking, and writing. Below are the duties of a peer advisor:

- Serve as the first point-of-contact for SAC clients (faculty, staff, parents, prospective students, senior administration, and others)—in-person, on the telephone, and via email. Provide excellent customer service to each individual who visits the SAC
- Participate in the SAC outreach activities and events—including classroom presentations, evening panels, workshops, information meetings, and tabling events
- Under the direct supervision of the Student Support Specialist, assist with all aspects of student communication and recruitment: social media projects, website content, publications, and many other communication efforts
- Discuss study abroad programs with student clients
- Independently research program requirements and deadlines in order to stay current with changing information
- Filing paperwork and student materials both in the file folder and on the online administration system.
- Provide administrative/clerical support to SAC Staff
- Complete special projects as assigned

Benefits:

- Obtain training in the study abroad advising and develop skills in a professional work environment
- Enhance leadership, teamwork, and communication skills
- Have a chance to use the knowledge of international matters and cross-culture communication acquired from your own study abroad experience

Requirements:

- Be a former UNI Study Abroad participant currently enrolled in a degree program at University of Northern Iowa, and be in good academic and judicial standing.
- Must enthusiastically and accurately promote the concept of study abroad to UNI students, faculty, and staff; strong presentation skills and confidence in public speaking needed.
- Patience for helping students clarify their own needs, best interest, capacities and resources in order to make intelligent choices and decisions about available study abroad opportunities.
- Demonstrated ability to speak effectively to groups and provide excellent customer service.
- Demonstrated organizational skills and ability to follow directions.
- Demonstrated skill and experience with computer technology, including the Microsoft Office Suite.
- Experience with social media (e.g. Facebook, Twitter, Instagram, etc.), and photo editing programs preferred.
- Attend a **mandatory** 2-3 day training session **Mid-August (Dates: TBD)** as well as weekly staff meetings.
- Ability to work 10-12 hours per week including occasional overtime, evenings, and weekends. Commitment expected is two semesters minimum.

Preference in hiring will be given to students with work-study awards and/or who are able to commit to the position for one full academic year.
